

RESUME OF MERIMA SMAJIC-OREN, ESQ.

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EDUCATION

Albany Law School, Albany, NY

Juris Doctor, May 2013

Utica College, Utica, NY

B.A. in Political Science; Concentration: Government and Politics, May 2010

Mohawk Valley Community College, Utica, NY

A.S. in Liberal Arts and Sciences; Concentration: Public Policy, May 2008

New York State Real Estate License

2018- present

Language Skills: Bosnian, Croatia, and Serbian (fluent)

EXPERIENCE

Office of the Corporation Counsel, Department of Law, Utica, NY

Legal Intern, summer 2011-Fall 2013

Assistant Corporation Counsel, May 2017- present

Assistant Corporation Counsel, September 2013 – March 2016

Assistant Corporation Counsel, May 2017- present

- Lead attorney for all tax foreclosures and similar proceedings for the City.
- Lead attorney for all tax cert proceedings filed against the City.
- Lead attorney on city of Utica evictions matters.
- Prosecuted all New York State and Utica City Code violations on behalf of the City, appearing in Utica City Court on a weekly basis.
- Familiar with and able to navigate New York State Courts Electronic Filing (NYSCEF).
- Experience in litigating Order to Show Causes in State Supreme Court for real property demolition and/or repair.
- Handles insurance matters for the City including procuring coverage and claim management.
- Research and draft memoranda on federal and New York State laws concerning municipalities and municipal liability on issues concerning torts, civil rights, and civil and criminal procedure.
- Prosecuted City of Utica's nuisance abatement ordinance in front of administrative panel.
- Managed certain FOIL requests.

City of Utica Assessor's Office, Utica, NY

Data Entry Collector Summer 2020- Present

- Gathers, assembles and records data relating to real property assessment.
- Interviews property owners to gather data on property and measures improvements. Inputs this data to increase city wide tax assessment.
- Gives information on property tax exemptions, and all matters relating to real property in the City of Utica.
- Has knowledge of New York State Real Property database systems.
- Splits her data collection duties time with attorney duties.

Oneida County Attorney's Office, Utica, NY

Assistant County Attorney, March 2016- April 2017

- Prepared and drafted agreements between the Oneida County department of public works, workforce development, office for the aging, purchasing department, & the board of elections, ad various vendors for different services.
- Appeared on behalf of the County in family court proceedings including persons in need of supervision (PINS) related matters and child support actions.
- Significant experience in drafting request for proposals and reviewing request for bid for government entities.

Legal Aid Society of Mid New York, Inc., Utica, NY

Intern, summer 2011

- Drafted letters to clients concerning the status of their foreclosure case, and edited memoranda for other legal personnel
- Assessed legal files of clients and assisted in closing cases
- Researched New York State and federal foreclosure laws

The Honorable Michael A. Arcuri, 24th Congressional District, Utica, NY

Intern, fall, spring 2008

- Assessed constituent concerns, analyzed issues, and drafted correspondence
- Researched various laws and voiced clients' concerns to governmental agencies including the Social Security Administration, the Office of Immigration, and Veterans Affairs

OTHER WORK EXPERIENCE:

Real Estate Associate broker with Coldwell Banker Prime Properties November 2020- Present

- *NYS DOS License ID: 10301216989*

Real Estate Associate Broker with Senshine Real Estate LLC, December 2018- November 2020

- *NYS DOS License ID: 10301216989*

Campaign Assistant, Ray Meier's Congressional Campaign, Utica, NY, 2008

ADMISSIONS:

- United States District Court for the Northern District of New York, 2013-present
- Oneida County Bar Association